

**For:** State and County Offices, HRD, ITSD, and KCAO

**Implementing EPIC, EARN, and WTWO Applications**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

In processing pay period 24 (December 8, 2003), FSA (Agency FA) and County Offices (Agency CE - CO employees) will implement 3 new NFC applications for the processing of payroll and personnel data. These are the Entry, Processing, Inquiry and Correction System (EPIC), the Earnings and Leave Statement System (EARN), and the W-2 Online Processing System (WTWO). EPIC replaces currently used systems as described in subparagraph 2 A.

**Note:** Agency FA includes GS employees in the County Offices.

**B Purpose**

This notice provides guidance to prepare for and implement EPIC, EARN, and WTWO.

**2 Functions and Use of EPIC, EARN and WTWO**

**A EPIC**

EPIC is used to enter and inquire on personnel and payroll data. EPIC replaces the following currently used NFC applications:

- Personnel Action Processing System (PACT)
- Payroll/Personnel Remote Entry System (PRES)
- Suspense Inquiry System (SINQ)
- Future Inquiry System (FINQ)
- History Correction Update System (HCUP).

NFC will no longer maintain these legacy systems. NFC's Information/Research Inquiry System (IRIS) and Payroll/Personnel Inquiry System (PINQ) will **not** be affected by this change.

<b>Disposal Date</b>  April 1, 2004	<b>Distribution</b>  State Offices; State Offices relay to County Offices; HRD, ITSD, and KCAO
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### 2 Functions and Use of EPIC, EARN and WTWO (Continued)

#### B EARN

EARN permits the Servicing Personnel Office to print an Earnings and Leave Statement on site rather than have NFC print and mail it.

#### C WTWO

WTWO permits the Servicing Personnel Office to print a replacement W-2 on site rather than requesting NFC to reprint and mail it.

#### D Relation to Internet Combined Administrative Management System (i\*CAMS)

i\*CAMS will remain FSA's primary application for all data entry except HCUP, which will be replaced by EPIC/HCUP. EPIC is to be used for other processing only when i\*CAMS functionality is not available.

For i\*CAMS users, documents that fail PINE edits will go into the EPIC Suspense file and be coded with a status code "4" to delete. Unlike SING, the documents will remain in the EPIC Navigation Window for the duration of the processing pay cycle. Deleted documents in EPIC can be activated and corrected in EPIC Suspense; however, these actions will not update in i\*CAMS. SING errors must be corrected in i\*CAMS whenever possible. If actions have to be corrected in EPIC Suspense, the servicing personnel office **must** request the i\*CAMS Help Desk to update i\*CAMS.

#### E Impact on County Office Operations

In some cases, County Offices may currently be entering payroll documents using PRES. The capability to enter these documents will no longer exist after conversion to EPIC as access will not be granted below the State Office level. Employees should be encouraged to use Employee Express or the NFC Employee Personal Page. Where this is not possible, submit documents to the State Office for entry. County Office access to IRIS and PINQ is not affected by this conversion.

### 3 Downloading Software

#### A Using NFC Download Center

Servicing personnel offices should have their information technology (IT) staff download the software from NFC's Download Center. The IT staff will need security access to the Download Center to do this. In addition to downloading the application software, they will need to download a new NFC logon. Instructions on downloading the logon and EPIC are on the Common Computing Environment (CCE) website at <http://www.sci.usda.gov/cce/support.html>.

Current versions of the software are as follows:

- NFC Logon v01.04
- EARN v01.03
- EPIC v02.05
- WTWO:
  - 2002 Application Install v1.01
  - 2002 W-2 System Reports.

Offices that downloaded an earlier version of the EPIC software should remove it and install the current version. Other software available on the NFC Download Center should not be downloaded until it has been tested and certified for CCE compliance by the Inter-Operability Lab.

### 4 Security Access

#### A Obtaining Access

The National Office has contacted State Offices for a listing of employees and is working with Kansas City IT staff to obtain security access for the initial implementation. Future requests for access to EPIC should:

- be sent to the Security Officer
- indicate the user's NFC logon identification (ID), Social Security number, and the organization (that is, Agency) code(s), and personnel office indicator(s) (POI's) serviced, as well as type(s) of access required.

## 4 Security Access (Continued)

### A Obtaining Access (Continued)

Following are the types of access:

- inquiry/nonsensitive payroll documents
- inquiry/sensitive payroll documents
- inquiry/personnel action documents
- update/nonsensitive payroll documents (includes inquiry)
- update/sensitive payroll documents (includes inquiry)
- update/personnel action documents (includes inquiry).

**Note:** Sensitive data includes data on employees' handicap/race and gender codes, within-grade increases, performance evaluations, child support and alimony, and union/association dues.

## 5 Training and Guidance

### A EPIC Training

Following are the 2 types of EPIC training.

- **EPIC Transition Training** is a 1-day class for users who are already knowledgeable of the NFC systems being replaced by EPIC. It covers topics such as EPIC's organization and features, navigating techniques, etc. Classes are planned for New Orleans, LA on November 21 and December 2 and 3, 2003, and for Washington D.C. on December 16, 17, and 18, 2003. Registration is being coordinated by Tatjana Fernandez of the HRD National Office at 202-418-9020.
- **EPIC/HCUP Training** is a 4½-day course providing in-depth instruction on using EPIC to process payroll documents and personnel actions, including history correction. Any persons new to personnel processing should take this training. Registration is handled by NFC at 504-255-5418. Further information is available on NFC's website. Go to [www.nfc.usda.gov](http://www.nfc.usda.gov) and select "Support Center" from the menu bar at the top; then select "Training and Presentations".

### B EPIC Manuals

An electronic version of the EPIC Users Manual, useful for an introductory overview, may be accessed from the HRD site on <http://dc.ffasintranet.usda.gov/hrd/EPIC.htm>. EPIC is addressed in the NFC Payroll/Personnel Manual in Title I, Chapter 23, available at [www.nfc.usda.gov](http://www.nfc.usda.gov) under Publications and Forms on the menu bar at the top.

**5 Training and Guidance (Continued)**

**C EARN and WTWO**

Information on EARN is available in the NFC Payroll/Personnel Manual in Title I, Chapter 20, Section 6. The client-based WTWO application is addressed in the NFC Payroll/Personnel Manual, Title 1, Chapter 27, “W-2 System (for Windows) (W2WIN)”. These are available at [www.nfc.usda.gov](http://www.nfc.usda.gov) under Publications and Forms.

**6 Actions Required for Implementation**

**A Advance Testing**

Each servicing personnel office should complete the download of all software as soon as possible according to paragraph 3. Connectivity should be tested by using EARN. See Exhibit 1 for step-by-step guidance. Testing with EARN allows the user to test using an inquiry system (EARN) rather than an update system (EPIC). Additionally, EARN and WTWO do not require that NFC make back-end adjustments before use. Printing functionality should also be tested.

**B Guidelines for Processing Pay Period 23**

Use the following guidelines for processing pay period 23.

- Hold documents which are to be effective pay period 24. These will be processed on December 8, 2003.
- On Thursday, December 4, 2003, review i\*CAMS worklists to be sure all actions have applied. Execute PRES/PACT status reports E0001 through E0005, and review these reports to ensure there are no unapplied documents.
- Delete any unapplied or pending documents from i\*CAMS, HCUP, SING, PRES, PACT, and Future by COB on Thursday, December 4, 2003.

**C Guidelines for Processing Pay Period 24**

Use the following guidelines for processing pay period 24.

- HRD, National Office will coordinate with NFC to update Table 1 in the NFC System to turn on the EPIC Indicator. Once the indicator has been turned on, documents processed in any of the NFC systems will be reflected in EPIC. Any documents that fail the PINE/PEPL edits will go to EPIC Suspense or EPIC History Correction Suspense.
- Any CULPRIT reports beginning with “E” or “U” (e.g., E0001 or U0001) will no longer be available from CULPRIT. They will be produced through the EPIC Reports System.

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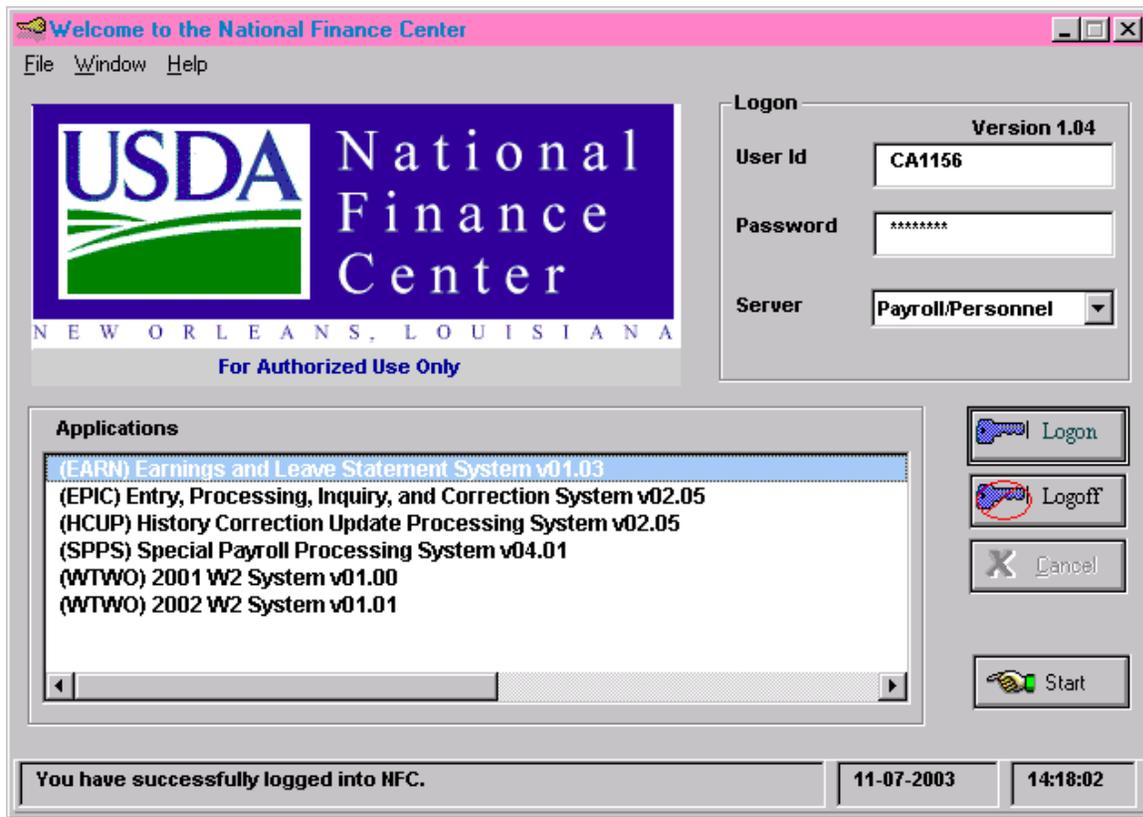
**7 Contacts**

If assistance is needed implementing EPIC, EARN, or WTWO, employees shall contact the appropriate office in the following table.

<b>IF assistance is needed with...</b>	<b>THEN contact...</b>
downloading connectivity	FSA Enterprise User Support Office, formerly FSA National Help Desk at 800-255-2434.
FSA security access	Kansas City Information Security Operations at 816-926-6537.
other implementation issues	Tatjana Fernandez at 202-418-9020.
history correction processing	i*CAMS Human Resources Help Desk at 877-903-5201.

**Step-by-Step Guidance**

Connectivity should be tested by using EARN. See the following screens for step-by-step guidance.



- Input your User ID and Password, and click the Logon button to access the system. Ensure that your server is on “Payroll/Personnel”.
- Click “(EARN) Earnings and Leave Statement System v01.03” one time, and click the Start button on the bottom right corner.

Step-by-Step Guidance (Continued)



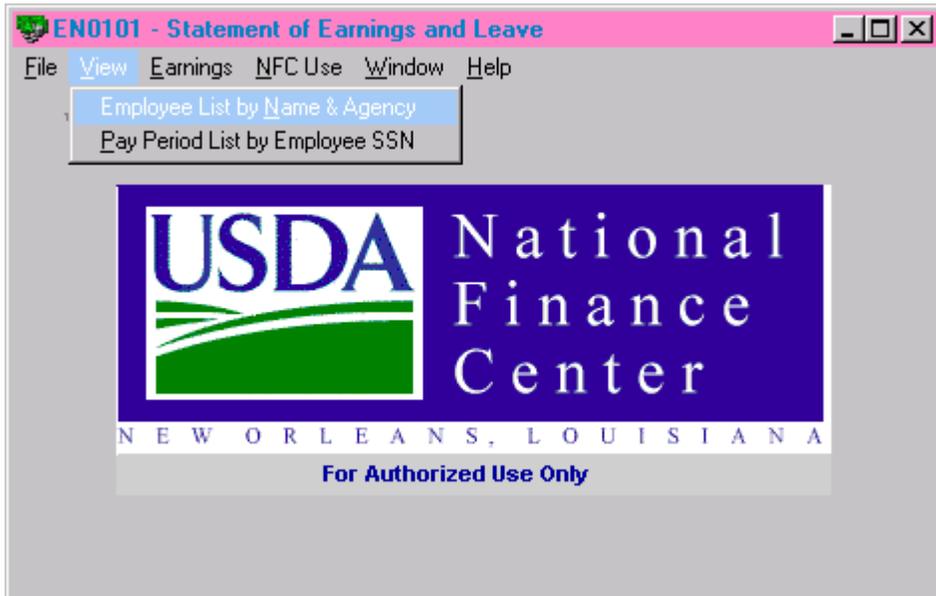
- When the “Statement of Earnings and Leave” box pops up, go to the menu bar, and click on Earnings and select Earnings Statement.



- Type in the employee’s Social Security number, pay period, and Agency code (that is, CE, FA, 08, or 10).
- Once you have inputted the correct data, the employee’s earnings statement should come up.

**Note:** Keep in mind that just like NFC PINQ032, the EARN system can only access earnings and leave statements for the last 26 pay periods.

Step-by-Step Guidance (Continued)



- Another option to use in accessing an employee’s earnings and leave statement is to do so by name instead of SSN. To do this, go back to the “Statement of Earnings and Leave” box, and click View and select Employee List by Name and Agency.



- When the “Search by Employee Name” box pops up, you must enter the employee’s last name. The Agency code and First Name fields are optional.

Step-by-Step Guidance (Continued)

EN0201 - Employee List by Name

File View Earnings Window Help

Last Name

First Name

Agency

Name	First Name	Middle Name	Agency
MCGOWAN	BARBARA	PETERSON	CE
MCGOWAN	COURTNEY	PATRICIA	FA
MCGOWAN	MILLIE		CE

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- Should you choose not to input the Agency code and the First Name, a list of employees within your access authority who share the same last name as the one you have typed will appear and you can double-click the employee whose earnings and leave statement you wish to view. That employee's earnings and leave statement should then appear.